

**Career Transition
Center**
George P. Shultz
National Foreign Affairs
Training Center
U.S. Department of State

CTC NEWSLETTER

**SEPTEMBER
2006**

*Happy Labor
Day!*



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***"Don't forget
to pack your
courage for
your journey
to greatness."***

*- David Weinbaum,
U.S. businessman & writer*

PACKING UP & MOVING ON

- Dedicated to the October 2006 Job Search Program participants by Susan Drew Thomas & Amy Pitts

One not-so-pleasant task that is part of the whole transition rite of passage is to pack up your personal belongings and move out of your office. This can be a daunting task if you have worked in that office a long time. It can also be a shocking jolt of reality that this transition is really happening and an important chapter of your life is ending.



Start several weeks before your last day in your office. If you are really dreading this project, then divide the work into stages or dedicate an hour a day to it. You don't want to be stuffing family photos, your "World's Best Dad" coffee cup, and your award plaques into your briefcase at the last minute and leave your rolodex and performance evaluations behind.

Your goals in this packing out project will be:

- To remove your personal papers and belongings
- To keep only those things that will have meaning later on
- To bequeath those personal resources that you won't need anymore to colleagues who can use them
- To be remembered positively by your colleagues and successor

Getting Started

Before beginning the process, check out where your new office will be. Will it be in your newly renovated (or soon to be renovated) home office or den? Will it be a computer cart that gets moved from room to room depending upon what company is coming? Or will it be an office at your new employer's location?

If your office will be in your home, also consider what you plan to do there – work as a consultant or pay bills? This will help you in the sorting process by knowing whether or not you may need something in the future.

Set aside a place at home to receive the boxes from your office. The boxes containing information you might need soon after retirement should be stored in your home office. The boxes with materials you didn't want to part with "in case I might need it later on" should be labeled and dated one year hence. These boxes can be placed in a safe, dry storage area (closet, garage, attic) until you need them or until the year is up. If you haven't need the materials within that time frame, chances are you never will. Take them UPOOPENED to the local shredding day banks put on several times a year.

Our clients unanimously recommend that you begin this process four to six weeks before you must vacate your office. They caution you that it may also be necessary to spend a couple of Saturdays in the office or stay an hour or two after work for several days in order to complete this task. If you take mass transit to work, you may want to bring a backpack and take a few books, papers, and personal items home everyday. When you get them home, place each item where it will now belong. Don't stack them all on your desk or by the back door!

"If I'd known how much packing I'd have to do, I'd have run again."

- Harry S. Truman,
33rd U.S. President



Tackle the paper!

Sort through all the papers in, on, and around your desk. Weed out the papers you will not need in the next chapters of your life. Remember that most of what you will need in future is in your head, not those piles of paper!

File the papers your successor and colleagues may need. Then, recycle or shred:

- Obsolete policies
- Outdated references
- Old telephone books
- Rough drafts and unnecessary duplicates
- Old seminar and conference schedules and handouts
- All those low priority items in your "Pending" tray that you've been meaning to do when you had time
- All those old, yellowed articles and clippings in your "Reading" tray that you've been meaning to read when you had time

Set aside unclassified personal papers to take home. Sort the papers by subject, then place each subject in a labeled file or envelope. Pack the papers that you may need immediately into one box and the ones that you are saving "just in case" into another.

The papers you might need immediately for your job search include:

- Copies of your rolodex and/or address book, including names and contact details for possible references. (Don't forget your MS Outlook Personal Address Books with all the e-mail addresses!)
- Your performance evaluations and let-

ters of appreciation (If you don't have copies of them all, copy them from your Employee Profile before you log off.)

- Reports and photos of special events in which you have participated
- Details about your speaking engagements and copies of your speaking notes or speeches (both domestic and overseas)
- Copies of your publications (both domestic and overseas)
- Other samples of your work (unclassified, of course!) – e.g., employee handbooks or *State Magazine* articles
- Training certificates
- Award certificates and copies of the nominations for those awards
- Copies of your Personnel Actions from the past 2 years
- Copies of your Earnings & Leave Statements from the past 2 years

The papers you might need immediately for your retirement processing include:

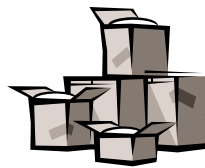
- Copies of all your retirement forms and correspondence (especially those with your new PIN numbers)
- Contact details for your retirement counselor and the payroll office from which your pension will be paid

The “just in case” papers may include:

- Your desk calendars
- Records of your TSP, insurance and other accounts – including e-mail, snail mail, and website addresses for all of them
- Your health and vaccination records
- Copies of your travel, representational, and official residence vouchers

from the past 5 years

- Copies of your “designated beneficiaries” forms for TSP, FEGLI, and pension.
- Copies of evaluations you have written on others
- Copies of medical insurance claims for hospitalizations overseas that prove payments from your insurance company to the USG



“Don’t agonize.
Organize.”

- Florynce Kennedy

Books

Get rid of books you own but have never used or haven’t used in years. You can recycle them, give them to people who might be able to use them, or donate them to a library or the AAFSW Book Fair.

Follow office procedures to get rid of out-of-date books and reference materials that are property of the USG. Consult with the bureau Executive Office if you do not know the procedure.

“Three Rules of Work:

- Out of clutter find simplicity;
- From discord find harmony;
- In the middle of difficulty lies opportunity.”

- Albert Einstein



Personal Items

Pack up your own property and equipment. These can include:

- Art work, furnishings, and other decorations
- Awards and trophies
- First aid or cosmetic kits
- Clothes
- Radio or CD player; CDs
- Office equipment

Consider donating to colleagues some of your personal supplies, such as:

- Plants
- Food and dishes
- Cleaning supplies

“A place for everything,
everything in its place.”

- Benjamin Franklin



Leave Behind

Start culling your e-mails well in advance. Print out those you might need. Copy those your successor might need into a word document.

Leave one of your business cards for your successor to use as a model for his or her business card.

Other things to leave for your successor and colleagues include:

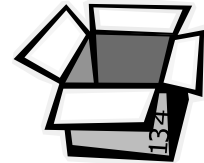
- Office supplies
- Contact details for all persons your successor will need for the job
- Standard operating procedures
- Your own contact details

Send a farewell message via e-mail to colleagues and friends, thanking them for their support and friendship throughout your career with the USG and giving

them your contact details in the future (usually your e-mail address). You may also mention your career plans – you never know when they might refer someone to you! (Don't forget to record the e-mail addresses of these addressees.)

“The journey of a
thousand miles
begins with one step.”

- Lao Tzu



At Home

When they leave a job and pack up their office, many people bring home a lot of stuff they will never need or use. Previously, we recommended writing an “expiration” date on your “just in case” box(es). Whether that date was a year or just a few weeks, going through the boxes may bring back both good and bad memories and emotions. Allow yourself to feel these emotions; don't avoid them. They are a natural part of the transition process.

Professor Jean Simon wrote an account of her university office pack out in an article for *The Chronicle of Higher Education*: “Extreme Makeover, Ex-Academic Edition” (February 28, 2006). She observed,

“A lesson I learned while making over my surroundings is how intimately connected they are to my inner life. It is good to clean out the old stuff once in a while, to break habits, to let go of the anchors that hold us down. My [old office items] are all gone. So are the rants and raves. With my home-office makeover complete and my career makeover well under way, I

am ready to take on the future. And while it is true that I have not entirely deleted all evidence of my intellectual past, I have whittled it down and organized it into a few neatly labeled files and book boxes containing evaluations, articles, syllabi, and the like – essentially, a backup hard copy of my CV.”

This might be a good time to preserve some good memories of your USG career.

- You could prepare a short written history of your career, including the highlights and funny moments. Other members of your family could contribute to the written history.
- Others prefer to record or film an oral history. It can be a solo production or you could ask a family member, friend, or colleague to interview you.
- Scrapbooks are very popular nowadays. If you do not know how to compile one, there are scrapbooking courses you could take to learn how to do it yourself or scrapbookers you can hire to do it for you.

Whatever method you chose, the process may help to clarify, and even honor, an important chapter in your life and your family's life. When you are 99 and your memory is fading, you might enjoy watching the video or leafing through the scrapbook. And, when you have left this world, your descendents will treasure this inheritance.

“Remember that wherever you go, there you are.”

- Peter Weller



In Summary

Start early! You are going to be inundated by last minute assignments to complete, evaluations to write, and farewell visitors, lunches and parties to attend. *Count on it.* And you can probably count on kicking into hyper-stress during your last week in office! So, avoid some stress by organizing your office for pack-out early on.

“Out of the wreck I rise.”

- Robert Browning



EDITOR'S NOTES



More Results of 2006 JSP Survey

On the question “How useful have you found the CTC Newsletter?” we received an overall score of 3.8 on scale of 1 to 5. Wow! Thanks, y'all!

Here is how the results broke down:

Extremely useful	22%
Very useful	43%
Somewhat useful	29%
Slightly useful	5%
Not useful	1%

Your comments made our hearts swell up all warm and fuzzy!

- CTC e-mail and newsletters are absolutely first rate, and very useful in helping transition while maintaining links to government environment.
- I benefit greatly from the job leads and the newsletter and expect that I will need to continue getting them for some time ahead during the next year.
- Even though I'm not looking for full-time

employment, I find your e-mailed job leads and newsletters very informative.

- I find your Newsletter and your e-mails useful to keep me on track and for giving me ideas.
- The e-mails and newsletters provide excellent follow-on and connectivity for such a dispersed group as ours.
- CTC e-mail and newsletters are absolutely first rate, and very useful in helping transition while maintaining links to government environment.

Your suggestions for future newsletter articles were very helpful and included:

- Articles that help people lose their USG-think, about things like salaries, benefits, skill sets, etc., etc,
- [Updates] on the rapid evolution of the job market (e.g. websites, internet search practices, etc.)
- Working for think tanks
- A status report on the [WAE Global Registry introduced by State Department] — other than Iraq, how useful has the concept of a reserve corps of retirees been? who has used it and how satisfied are they? lessons learned?
- Get people to write about ... how they made contacts, expanded their networks, broadened their activities, etc.
- Profile retirees who have picked up and moved to another country.
- Descriptions of folks who reinvent themselves COMPLETELY - learning and doing things totally unrelated to prior careers with [the USG]
- Negotiating post-retirement work hours and benefits
- How [to] overcome the perception by prospective employers that you are over-qualified and will not accept less

pay than peak career earnings for [interesting positions for which you are qualified]?

- More articles about setting up one's own business -- even the basics of owning a small business and recommendations re: legal structure, accounting packages, etc.
- A frank discussion on age and gender obstacles to securing a job.
- Have it published more frequently!

So, are there any volunteers out there who would like to share their experiences on any of these or other topics of your choice? We will definitely be requesting comments from you about some of the topics. Sharing our information can be very useful — and reassuring!

"I came, I saw, I conquered."

- Julius Caesar



JOB LEADS



CTC Job Fairs

The Career Transition Center (CTC) Job Fair on August 22, 2006 was a big success! 197 applicants from State, AID, FCS, FAS, FAA, and Peace Corps attended.

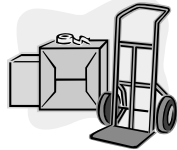
As usual, we reserved tables for 40 companies, But, this time, we had 6 more companies on the waiting list! We were able to replace 2 companies that cancelled at the last minute — including one that cancelled at 11:00 a.m. on the day of the fair! Unfortunately, 3 of the 40 com-

panies did not call to cancel and did not show up, earning them a place on Amy's Least Favorite Companies list!

Not counting the IO/S/EA, at least 7 of the 37 companies sent recruiters who were Job Search Program graduates and/or former USG colleagues!

"If we do not eliminate the clutter, the clutter will eliminate us.

- Priscilla Elprey



The companies that participated were:

- Academy for Educational Development (AED)
- Casals & Associales, Inc.
- Chemonics International Inc.
- Computer Sciences Corporation (CSC)
- Crown Agents Consultancy, Inc. (CAC)
- Development Alternatives, Inc. (DAI)
- DevTech Systems, Inc.
- DPK Consulting
- Emerging Markets Group (EMG)
- Geneva Software, Inc.
- GlobalCorps
- Harlan Lee & Associates
- International Relief and Development (IRD)
- International Resources Group (IRG)
- John Snow, Inc. (JSI)
- Kelly Fedsecure
- Louis Berger Group, Inc.
- Lucent Technologies
- Management Systems International (MSI)
- MPRI, L3 Communications Company
- National Democratic Institute for International Affairs (NDI)
- Northern Virginia Community College (NVCC)

- Omniplex World Services Corporation
- Pact, Inc.
- PAE Government Services, Inc.
- Planning & Development Collaborative International, Inc. (PADCO)
- Powers Group
- PRO-telligent LLC
- Science Applications International Corporation (SAIC)
- Sixth Star Entertainment & Marketing
- STG, Inc.
- The Analysis Corporation (TAC)
- The Services Group (TSG)
- U.S. Investigative Services (USIS)
- U.S. Peace Corps
- U.S. Peace Corps' Crisis Corps
- UN Employment & Assistance Unit of the U.S. Dept. of State (IO/S/EA)
- World Vision

"Nothing is particularly hard if you divide it into small jobs."

- Henry Ford



When this newsletter was sent to press, we had already received 24 reservations for the October 25th job fair:

- Abt Associates
- Allied Technology Group, Inc.
- Computer Sciences Corporation (CSC)
- DevTech Systems, Inc.
- Emerging Markets Group (EMG)
- Harlan Lee & Associates
- International Medical Corps (IMC)
- International Relief & Development (IRD)
- International Resources Group (IRG)
- John Snow, Inc. (JSI)
- Kelly Fedsecure
- Lockheed Martin Corporation
- Lucent Technologies

- Management Systems International (MSI)
- Netrecruiter
- Northern Virginia Community College (NVCC)
- Omniplex World Services Corporation
- Pact, Inc.
- PAE Government Services, Inc.
- Science Applications International Corporation (SAIC)
- Senior Employment Services
- The Services Group (TSG)
- U.S. Investigative Services (USIS)
- Worldwide Information Network Systems Inc. (WINS)



"Time flies. It's up to you to be the navigator."

- Robert Orben

"This not the end. It is not even the beginning of the end. But it is, perhaps, the end of the beginning."

- Winston Churchill

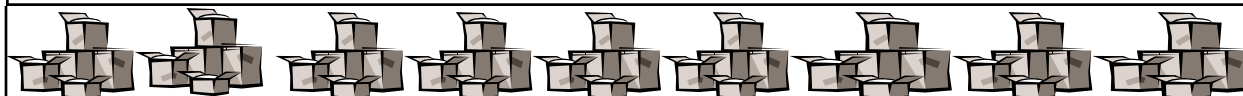


ATTENTION JSP GRADS!

JSP Follow-up Meetings

All JSP graduates of the August 2006 and previous classes are invited to attend follow-up meetings in September to discuss progress on your job search, share experiences and advice, and enjoy each other's company.

- Tues., Sept. 12, 10am, Rm E-2118
- Tues., Sept. 26, 10am, Rm E-2118



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